

Position Title:	Assistant Director, Legislation
Department:	DEPARTMENT OF STATE HOSPITALS
Final Filing Date:	Friday, May 25, 2012
Bulletin ID:	05042012_7

The Above-Named Examination Bulletin is Amended as Follows:

Please note that the Department of Mental Health (DMH) became the Department of State Hospitals (DSH) on July 1, 2012.



## DEPARTMENT OF STATE HOSPITALS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF STATE HOSPITALS	<b>RELEASE DATE:</b>	Friday, May 4, 2012
<b>POSITION TITLE:</b>	Assistant Director, Legislation	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	05042012_7

### POSITION DESCRIPTION

Under the administrative direction of the Director and Chief Deputy Director, the Assistant Director of Legislation is responsible for developing, organizing, and managing the Department's legislative program; sustains a culture of collaboration and transparency; and takes actions required to implement the key priorities discussed in the Transition Plan Documents. The incumbent represents the Department with Legislators, legislative committees, the California Health and Human Services Agency (CHHS), and the Governor's Office; advising the Director on legislative matters; and serving as a member of the Department's Executive Team.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

1. Experience, education, certification, and training which relates to a legislative program, and managing the entire Legislative program for a medium to large department.
2. Knowledge of and experience with the organization of the California State Legislature's functions, and its administrative processes.
3. Knowledge and experience analyzing and coordinating bill analyses and legislatively mandated reports.
4. Knowledge and experience of the Department of Mental Health's organization and functions, and its statutory and legal authority within State government.
5. Experience representing a large Department or organization both orally and in writing, with the Governor's Office, the Legislature, Agency or Cabinet staff, executive management, program staff, and other State agencies.
6. Knowledge and experience managing a highly sensitive program with statewide impact, including working with the Governor's Office, Legislature, and Department of Finance.
7. Experience in administrative problem-solving and facilitating solutions to complex organizational problems.
8. Knowledge of the establishment of the new Department of State Hospitals; and the actions required to implement the key priorities discussed in the Transition Plan Documents, which is located on the DMH's Internet site at [http://dmh.ca.gov/News/Transition\\_Plan.asp](http://dmh.ca.gov/News/Transition_Plan.asp).

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, Legislation**, with the **DEPARTMENT OF STATE HOSPITALS**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

1. The examination process will consist of an evaluation of the candidate's application, resume, and Statement of Qualifications (SOQ). The SOQ must identify the applicant's experience, education, certification, and training in his/her response to the above eight (8) "Desirable Qualifications." The SOQ serves as documentation in responding to the Desirable Qualifications.
2. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.

3. The SOQ must follow these guidelines:

- a) Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font.
- b) Answer each numbered item separately indicating the corresponding item number for each response.
- c) Responses are to be complete, specific, clear, and concise.
- d) Should be no more than four (4) pages in length.

4. The screening committee will independently rate each applicant's experience, education, certification, and training for the position against specific job-related criteria developed from the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications and desirable qualifications for this exam.

5. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF STATE HOSPITALS , Human Resources  
1600 9th Street, room # 121, Sacramento, CA 95814  
Shuet Tang | (916) 654-2604 | shuet.tang@dmh.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF STATE HOSPITALS reserves the right to revise the examination plan to

better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)